

CANS Bulletin

May 2018

CANS

Child and Adult Nutrition Services



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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The Grapevine—A Note From Cheriee

We are quickly winding down the program year, just a few weeks left of school and a couple months left until the new program year starts again on July 1.

A couple of quick reminders to close out the year:

If you are looking at staff changes over the summer, I encourage completing an inventory of food and paperwork before the staff turns over with your school business official or administrator. It is frustrating and at times heartbreaking to find schools and agencies that lost paperwork when staff changed. Since it is a federal requirement to retain documentation at least three years past the current year, it is important to file away your production records, procurement documents, meal counts, claim worksheets, and edit checks to make sure those are neatly squared away if it comes time to pull them out for an audit or program review.

Both the Summer Food Service Program and the School Nutrition Program applications are open. At any time, you can select a previous school year by clicking on the word "Year" and selecting the school year you are looking for. This is helpful to continue to submit claims in the 2017-2018 school year.



We said goodbye to Mark this month. Mark Moen has moved on from CANS and we wish him well! Darcy Beougher (pronounced boo-cur), the gal that helped Mark with the Food Distribution Program, has been selected as his replacement. We are excited that she brings a good deal of experience with the USDA Food Distribution Programs including USDA Foods and The Emergency Food Assistance Program. She has also worked in the School Nutrition Programs in Hot Springs before she came to this office.

We will have two new staff members join us to fill positions in the School Nutrition Program and to cover The Emergency Food Assistance Program. Look for their introductions in next month's bulletin.

Don't forget you are all School Lunch Hero's and Child Nutrition Hero's to us! It is not only Child Nutrition Employee Appreciation week May 7-11, but also School Lunch Hero day on May 4. Your hard work, whether you are cleaning dishes, preparing menus or food, taking meal counts, or doing all the program paperwork. You are all critical to the program. We all play our role to make sure that children receive healthy, nutritious food to grow, play, and learn. Thank you!

During this spring and time of change in the office, I am embracing Dan Millman's thought, *"the secret of change is to focus all of your energy, not on fighting the old, but on building the new."* Have a lovely summer off or continuing to feed children!

-Cheriee Watterson

South Dakota Sponsor Spotlight!

Is your school or agency is doing anything unique and interesting in your programs that you would like to share!? Do you want to be featured in our South Dakota Sponsor Spotlight segment!? Submit any pictures along with a summary of the exciting events that you're doing to DOE.SchoolLunch@state.sd.us.

Hill City Alternative Breakfast Methods

Hill City School District has joined in on the exciting movement of offering alternative breakfast options at their schools. Upon receiving the Midwest Dairy Association Grant this year, Food Service Director Roxann DuBois is on a mission to provide breakfast to all of her students. She has implemented programs for all ages! These include providing breakfast in the classroom for the elementary students and a food cart parked at the popular high school hang out spot. All of these efforts have paid off because in January 2018, Hill City served 5 times more breakfasts (2,810 meals) than in October 2017 (513 meals), which was before their alternative breakfast practices were in place. When asked what advice Roxann would give to other schools who are interested in providing alternative breakfast to their students, she urged food service directors to start with the staff and to always make sure your custodians and a few teachers are on board who can and will be your advocates. Then, tackle the administration with your advocates behind you. She urges everyone to apply for the grants out there because who can say no when you already have the funding!? We would like to say congratulations to Hill City for their efforts in implementing a successful alternative breakfast program!



Check in With CANS Monthly Conference Call

Check in with CANS is a monthly conference call scheduled for the first Thursday each month. This call is open to all agencies on the School Nutrition Programs. Each call will start with a report from CANS with hot topics, new guidance or program clarifications, and reminders of upcoming dates. There will also be time scheduled during each call for participants to ask questions.

The May 3 Check in With CANS was the last call of the 2017-18 school year. Keep an eye out for the SY2018-19 call dates!

Thank You—From Sandra

I want to express my thank for all the cards, calls, visits, and good wishes for my retirement. The coffee of February 22 was lots of fun and I was in a state of real surprise when my counterpart from Wyoming walked in as well as my brothers & sisters-in-law and other family members. No one had spilled a bean about the surprise! The staff squirreled the cards away and presented them to me as a surprise on my last day in a wonderful hand-made book! It is such a joy to browse through and think of folks I had the privilege to meet and work with through the years. Thanks to the CANS staff for organizing the farewell, and thank you for all the good thoughts and memories. I am blessed.

CANS Congratulates Darcy Beougher

I have worked as the Food Distribution Senior Secretary for two years. Before I came to work at the CANS office I ran the lunch program for 11 years at a parochial school in Hot Springs. Every job has its challenges as you know and the Food Distribution Program Specialist will not be different. I am focused on learning every aspect of the program to help you spend your entitlement dollars. Please feel free to call me with any questions or concerns.

CANS Welcomes Christina Lusk

Hello! My name is Christina Lusk and I am a new Program Specialist for Child and Adult Nutrition Services. I will mostly be working with The Emergency Food Assistance Program and Child and Adult Care Food Program. I was born and raised in Texas and moved to South Dakota in 2007 where I attended college at Black Hills State University in Spearfish, SD. I graduated in 2011 with a Bachelor's degree in Psychology and moved to Pierre, SD in 2013 with now my husband, Eric. I love animals and currently have two dogs, a golden retriever and a black lab. I am very excited to join the CANS team!

CANS Welcomes Back Intern Katie Stier

Hello! My name is Katie Stier and I am an intern for CANS this summer. I'm from Onida, SD (Go Chargers!) and am currently attending Dakota State University in pursuit of an Elementary Education/ K-12 Special Education degree with minors in Educational Technology and K-8 Reading Education as well as endorsements in Kindergarten Education, Coaching Varsity Volleyball, and Coaching Varsity Basketball. It is also my hope to pursue a Master's degree in Educational Psychology or become certified to teach English as a second language.

I am very familiar with CANS and its operations, as this summer is my third summer serving as a CANS intern. I am so glad to be back at CANS and working with the Nutrition Programs here in South Dakota!

Prior Approval for Equipment Purchases and Capital Assets

Did you know? – According to Government wide regulation School Nutrition entities have to request approval from the State Agency before they purchase any equipment not listed in SD memo SNP 241-1. This regulation also covers Summer Food Service Programs and Child and Adult Food Care Programs. What is the definition of equipment for this regulation?

Equipment is:

- Capital asset or any item of non-expendable personal property with a useful life of a year or longer.
- AND any asset or item that equals or exceeds the Federal threshold of \$5,000. If the State or your local regulations are lower those must be used.

The reasoning behind this regulation is that purchasing equipment and other capital assets can expose your program to greater risk than typical, routine, recurring items such as staff salaries, supplies, etc. State agency's prior approval gives reasonable assurance that the item purchase cost is necessary for the program to run properly.

[SD Memo SNP 241-1](#) has an extensive list of large equipment purchases that do NOT require prior approval. Once proper procurement procedures have been completed these items can be purchased without submitting a request to the State Agency.

Capital assets for improvements to land or buildings, which materially increase their value or useful life, are unallowable as a direct cost except with the written approval of the State Agency. In other words if you are adding permanent value to the land or buildings, OR are greatly prolonging their intended life, it has to be treated like a capital expenditure and approved by the State Agency before you start the project. 2 CFR 200.439 and 2 CFR 200.452 and 453.

Upcoming Summer Trainings

ICN Orientation to School Nutrition Management

- The training will be held in **Pierre on June 11th - 15th 2018**
- This course will provide an overview of school nutrition programs, define the role and responsibilities of a director, and review the relationship between local policies and state/federal regulations.
- Who should this training? We recommend this training to new and aspiring school nutrition program directors with five years or less experience
- **Register for this training by May 25th, 2018.**
- *CANS Webpage -> NSLP -> Training Opportunities* OR Registration Link: https://www.surveymonkey.com/r/CANS_ICN_Orientation_to_School_Nutrition_training

ICN Financial Management

- The training will be held in **Pierre, on July 17th - 18th 2018**
- Good financial management is critical for successful school nutrition programs. The ability to interpret the financial outcomes of operational decisions is essential to effective management of school nutrition programs.
- The training includes procedures for consistently recording financial data, recommendations for generating standard financial reports, and guidelines for interpreting the outcomes of financial decisions.
- Who should attend Financial Management: A Course for School Nutrition Directors training? We recommend that Business Managers and Food Service leads attend this course together.
- The training includes pricing guides, recording financial data consistently, determining compliance with regulatory requirements (PLE, non-program foods), meals per labor hour and assessing your school nutrition program for better financial outcomes.
- **Register for this training by June 15th, 2018.**
- *CANS Webpage -> NSLP -> Training Opportunities* OR Registration Link: https://www.surveymonkey.com/r/CANS_ICN_Financial_Management



Eat Healthy. Get Active. **Every Day.**

Fuel Up to Play 60, the in-school nutrition and physical activity program from National Dairy Council, local Dairy Councils and the National Football League, in collaboration with United States Department of Agriculture (USDA), is helping to make wellness part of the game plan in nearly 73,000 schools across the country.

Funding Opportunities for Fuel Up to Play 60 Are Available to Help Schools Make Healthy Changes!

Funding opportunities for Fuel Up to Play 60 are available to K-12 schools enrolled in Fuel Up to Play 60. The competitive, nationwide funding program is designed to support schools that implement Plays from the 2018-2019 edition of the Fuel Up to Play 60 Playbook.

Whether you're just starting out with Fuel Up to Play 60 or looking to expand and extend an initiative that's already in motion, funding opportunities for Fuel Up to Play 60 can help.



Apply for Funds

To be eligible for Funds, your school must:

- Be enrolled in Fuel Up to Play 60 for the 2018-2019 school year
- Participate in the National School Lunch Program

MARK YOUR CALENDAR NOW FOR THE 2018-2019 DEADLINES:

Wednesday, June 13, 2018

Ready to Learn More?

Visit **FuelUpToPlay60.com** for information and resources on how to apply for Funds.



PLE Tool—Released!

The PLE Tool for school year 2018-2019 has been released! You can find the PLE tool posted on the [CANS NSLP](#) website as well as in your school year 2018-19 iCAN application when those open. There has not been notice of a PLE Tool exemption for this school year, however, USDA Memo [SP12-2018](#) allows schools who had a zero or positive balance as of January 31st, 2018 the option of not raising their prices, regardless of if the PLE Tool says they need to. It is also recommended that even if your school is not going to raise their paid lunch prices for next year because you qualify for this flexibility, that you still complete the PLE Tool so that you have your weighted average price to complete the PLE Tool in school year 2019-20. This flexibility is currently only allowed for the 2018-19 school year.

FFVP SY18-19 Application Now Available

Fresh Fruit and Vegetable Program applications are to be available in iCAN in the first week of May. If an elementary school in your school district is interested in applying, please contact Rob Ingalls (rob.ingalls@state.sd.us).

Please see the [FFVP iCAN User Manual](#) for step-by-step application instructions.

The deadline to complete the FFVP SY18-19 application is May 21, 2018.

Additional program info:

The Fresh Fruit and Vegetable Program provides funds to elementary schools for purchase of a fresh fruits and vegetable snack. Preference of site selection is given to high free/reduced eligibility from the most recent October claim. Participating sites purchase fresh fruits and vegetables for usage on the program, and submit monthly claims. Claims are processed, and reimbursement is provided to the participating site.

The service of the FFVP must be provided during the school day, and not served in conjunction with other federal programs (cannot be served at the same time/location as breakfast, or lunch). Also, the service of fresh fruits and vegetables *cannot* be served with accompaniments (fruits and vegetables *cannot* be served with juice, milk, bread, etc.). FFVP dollars cannot be used to cover the cost of fruits and vegetable served at lunch or breakfast service. Additionally, the FFVP must be scheduled to be provided at least **twice per week**.

Feel free to visit the [Fresh Fruit and Vegetable Program webpage](#) for additional information and resources.

End of Year Checklist for Kitchens

Prior to heading home for the summer, keep in mind that certain steps may need to be taken when shutting down the kitchen.

Some examples may include cleaning vents, freezing particular food items, and deliming non-aluminum equipment.

A standard kitchen shutdown checklist can be found on the CANS-NSLP webpage, under Food Safety: [End of the Year Check List - Kitchen shutdown](http://doe.sd.gov/cans/documents/EOY-Kitchen-shutdown.pdf) (<http://doe.sd.gov/cans/documents/EOY-Kitchen-shutdown.pdf>)

Please contact the CANS office with any questions.

Professional Standards

Reminder: The school year is coming to an end. Perhaps you have retiring school food service staff, or need to hire extra personnel for next fall. Don't forget the Professional Standards Hiring requirements when doing so. The CANS website <http://doe.sd.gov/cans/nslp.aspx> has resources. You can also access www.theicn.org or go to <http://professionalstandards.nal.usda.gov/>. Memo SP 38-2016 has common questions & answer concerning Professional Standards: FNS-486, 5-2015 is the summary of the final rule. Remember - many trainings for food service staff are taking place during upcoming summer months, so don't forget to enter your hours in the training tracker!

Highlights of the minimum training standards for School Nutrition Program Employees

- Continuing education/annual training standards apply to all employees
- The number of **TRAINING HOURS** varies for four staffing levels:

Staffing Level	SY 15-16		SY 16-17 & Beyond
DIRECTOR	8	→	12
MANAGER	6	→	10
ALL OTHER STAFF	4	→	6
PART-TIME STAFF (working less than 20 hours per week)	4	→	4

- Contact your State agency for additional information and flexibilities.

Afterschool Snack Monitoring Reminder

Remember to get your second review of your afterschool snack program completed before school is dismissed! Please refer to CANS/NSLP Memo #36, which contains the monitoring form and other information about After School Snacks. The memo is on the CANS/NSLP website in the Numbered Memos section. If you offer After School Snack, and claim snacks for reimbursement, you must monitor your program twice per year.

Smarter Lunchroom Tips

https://www.youtube.com/playlist?list=PLaqD6X6pQgmKGbGknhuaKn_L_e3dbWhn4

Build It and They Will Come: Successful Cafeteria Events

Creating a cafeteria event can help improve the meal program image and increase participation. An easy way to get started is to create a vision for your event, and put it on a flyer. As you are planning your event, consider contacting vendors to demo healthy products. Inviting local chefs or other local stakeholders to support the event can help increase buzz. During the event, you would want to make sure there are resources available for parents and households to provide healthy meals at home. And, as always, remember to have fun!

Try It; Tell Us if You Like It

Consider providing student samples during a lunch period a few weeks before a planned food item and become more comfortable with an item before the serving date; this can familiarize students with new items from a menu, and also help provide feedback for the menu planner. This method can open communication lines with customers regarding food preferences. Schools could consider various techniques when 'polling' the customers, ranging from basic surveys on paper or touchscreen pad, to customers providing descriptive feedback and insight regarding preferences. Student preferences may surprise you!

SNA Webinar Wednesdays

On Wednesdays the School Nutrition Association (SNA) presents webinars relating to various topics across the Child Nutrition Programs. Below you will find a list of upcoming webinars that they will be hosting for the remainder of the school year.

You can find more information about each of the webinars as well as registration information here: <http://schoolnutrition.org/Webinars/>

Registration is Open:

Helpful Tips for Training Your Multigenerational Staff

Wednesday, May 16, 2018, 2018, 1:00 pm CT / 12:00 pm MT

Join this webinar to gain insight to help you understand the differences of the varying generations, what motivates them, and how to successfully engage them in a training environment.

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The Department of Education Presents: Emergency Preparedness

Wednesday, May 23, 2018, 1:00 pm CT / 12:00 pm MT

Now is your chance to work with a school safety expert as he discusses how to mentally, physically and strategically prepare yourself for responding in the event of the unthinkable. This webinar will highlight time-tested strategies that you can apply to your role in the cafeteria as well as in your everyday life in this ever-changing society.

Best of #LAC18: Procurement Ethics - What Should You Do?

Wednesday, May 30, 2018, 1:00 pm CT / 12:00 pm MT

Ethics play a major role in procurement, and procurement ethics are critical to your school nutrition operation. Don't miss this opportunity to learn all about this crucial topic as part of SNA's new programming, "School Nutrition Ethics: What Should You Do?"

Registration Coming Soon:

Best of #LAC18: Mastering Forecasting through Cycle Menus

Wednesday, June 20, 2018, 1:00 pm CT / 12:00 pm MT

CANS Procurement Resources—Several Updates!

Have you checked out the [CANS website](#) Procurement section lately? As we receive clarifications from the US Department of Agriculture (USDA) and stories from schools and vendors, we continue to update and improve our procurement resources. The USDA national office is allowing technical assistance and training in all but the most serious cases of non-compliance, so make sure you continue to learn about and follow proper procurement rules! The summer is a great time to spruce up your documentation and write specifications for information or "3-bids and a buy" procurement.



Building the Future with CACFP

Upcoming CACFP Training Workshops

The following workshop dates and locations have been set for the spring 2018 CACFP workshops.

"CACFP Basic Training" workshops are suggested for new agencies in the CACFP or new staff working with the CACFP within your agency. These are not workshops intended for "veteran" employees who have recently attended a CACFP workshop.

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These workshops provide very basic training in the Child and Adult Care Food Program. In 2018, the format for this training changed significantly. The topics have been divided into two separate days. The first day will cover the CACFP duties that are typically done by administrative staff. The second day will cover the duties that are typically done by food service staff. Some of the CACFP training topics will be covered on both days since they are duties that may apply to both administrative and food service staff. We understand that some agencies have the same person doing all (or most) of the CACFP duties. When the same person is attending both dates, the repeat sessions only need to be attended on one day; however, that individual would be welcome to attend on both days, if desired. These training sessions are a chance to gain information that is needed to operate the CACFP and are free of charge. Registration is limited to 25 people per session. Due to the limited number of participants, new agencies and new staff will be given highest priority.

“CACFP Plus! Training” is suggested for agencies that have CACFP staff that just need a review of the requirements to meet the annual training requirement but do not need an in-depth training on the topics. This workshop includes all of the required CACFP annual training topics. Please notice that we are offering two sessions of the CACFP Plus! workshops in Rapid City and Sioux Falls. Each session will be identical.

The dates and locations of the CACFP Plus! training are as follows:

May 10	Rapid City	Youth & Family Services
May 11	Rapid City	Youth & Family Services
May 22	Aberdeen	YMCA of Aberdeen
May 23	Watertown	Lake Area Technical Institute
June 5	Sioux Falls	Augustana University
June 6	Sioux Falls	Augustana University
June 21	Pierre	MacKay Building
June 27	Mitchell	Mitchell Technical Institute

The dates and locations of the CACFP Basic training are as follows:

May 30	Administrative	Sioux Falls	Sioux Falls School District
May 31	Food Service	Sioux Falls	Sioux Falls School District
June 19	Administrative	Pierre	MacKay Building
June 20	Food Service	Pierre	MacKay Building

Pre-registration is required for all workshops. There is no charge to attend. For more information please contact Melissa Halling at (605) 280-2696 or by email at Melissa.Halling@state.sd.us.

Summer Food Service Program Guidance Tips and Locating Sites

The Summer Food Service Program Applications are being approved and sites will be opening this month.

The Summer Food website <http://doe.sd.gov/cans/sfsp.aspx> has multiple tips and helps to assist you as you promote summer food programs throughout the state.

Directly below the Summer Food Service Program page title is the link to the approved 'Free Summer Feeding Sites' in South Dakota in a spreadsheet and the National link to all in feeding sites in the USA including South Dakota in a mapping tool called 'USDA Summer Meal Site Finder'.

The gray title bar *Documents* has links to the USDA SFSP Flyer which is a poster with the summer food hotline, text information and the website which all schools should to use to advertise the summer feeding locations. The open sites for both Summer Food Service Program and Seamless Summer Option are listed that any child 18 or younger can go to and receive a free meal.

The gray title bar *SFSP Sponsor Newsletter* – has the newsletter for Sponsors uploaded. The newsletter gives agencies and schools on the Summer Food Service Program some guidance and tips for webinars and resources to assist them as they plan and conduct their feeding through the year.

The gray title bar *Useful Links* has links to the Summer Meals Toolkit, No Kid Hungry Free Meals TEXT poster, Team Nutrition link to take you to the Summer Moves items along with Summer Food – USDA that has a wealth of information.

Encourage all children to participate in the summer meals feeding sites in your communities! If you have questions on summer feeding, please contact Julie McCord at julie.mccord@state.sd.us.

Updated Policies

Some policies have multiple numbers. That means those apply to multiple programs.

Child & Adult Care Food Program

No new policies have been issued for Child & Adult Care Food Program. Current policies can be found at <http://www.fns.usda.gov/cacfp/policy> (CACFP memos). No new announcements have been published in the Federal Register affecting the programs.

School Nutrition Programs (SP Memos)

Policies that apply to school operation and administration can be found at <http://www.fns.usda.gov/school-meals/policy>. **No** new policies have been issued since the last Bulletin.

Summer Food Service Program

No new policies have been issued for Summer Food Service Program. Policies can be found at <http://www.fns.usda.gov/sfsp/policy>. In addition, no new notices have been published in the Federal Register affecting the programs.

Food Distribution

No new policies have been issued for food distribution programs since the last bulletin. Food Distribution policies can be found at <http://www.fns.usda.gov/fdd/policy>. No new announcements have been published in the Federal Register affecting the programs.

Contact CANS

For any question, comments, or concerns

Email: DOE.SchoolLunch@state.sd.us

Phone: (605) 773-3413

Fax: (605) 773-6846

This institution is an equal opportunity provider.

Professional Standards Reminder: Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time towards the professional standards annual training requirement. Reading the bulletin each month does count towards training hours.

Please retain documentation to show what topics were trained. For example, agenda, topics, handbook, certificate, etc. And record training on a Tracking Tool – we suggest using the [SD Tracker Tool](#) posted on the CANS NSLP website.

To credit training hours for time spent reading the Nutrition Bulletin, you will need to keep track of the time you spent reading and determine the applicable training codes. Appropriate documentation for this would be a copy of the bulletin signed and dated with the amount of time written on it.